

DEPARTMENT OF STATE TREASURER  
FINANCIAL OPERATIONS DIVISION  
BANKING RECONCILIATION SECTION

Program Records Retention and Disposition Schedule

The Program Records Retention and Disposition Schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that the records of the

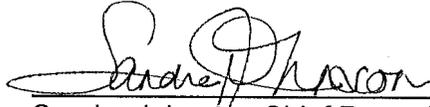
**BANK RECONCILIATION SECTION**

do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule. **Public records including electronic records not listed in this schedule or in the *General Schedule for State Agency Records* are not authorized to be destroyed. The**

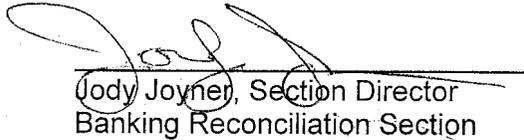
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agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

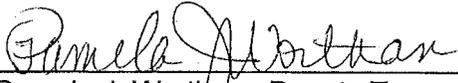
**APPROVAL RECOMMENDED**



Sandra Johnson, Chief Records Officer  
Department of State Treasurer



Jody Joyner, Section Director  
Banking Reconciliation Section



Pamela J. Wortham, Deputy Treasurer  
Financial Operations Division



David Brook, Director  
Division of Historical Resources



Janet Cowell, State Treasurer  
Department of State Treasurer

**APPROVED**



Linda A. Carlisle, Secretary  
Department of Cultural Resources

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**ITEM 36186. CASH CONCENTRATION OUTSTANDING ITEMS FILE.**

Daily listing all deposits in-transit from the cash concentration banks and their corresponding depositing state agencies. (Comply with applicable provisions of G.S. 132-1.2(2) regarding confidentiality of account numbers.)

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

**ITEM 36188. MONTHLY BUDGET CODE RECONCILIATION REPORTS FILE.**

Monthly listing summaries of budget code transactions and month-end balances and corresponding reports received from the State Controller's office. (Comply with applicable provisions of G.S. 132-1.2(2) regarding confidentiality of account numbers.)

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

**ITEM 36651. BANK ACCOUNTING EDIT REPORTS FILE.**

Daily reports generated by the Bank and Budgetary System and the Disbursing Account System to ensure that various ledgers were posted correctly. File(s) include daily ending balance reports. (Comply with applicable provisions of G.S. 132-1.2(2) regarding confidentiality of account numbers.)

DISPOSITION INSTRUCTIONS: Destroy in office after 4 month(s).

**ITEM 36653. MONTH-END BANK BALANCES FILE.**

Month-end balances of all bank accounts, including clearing banks, depository banks, and cash concentration agency accounts. (Comply with applicable provisions of G.S. 132-1.2(2) regarding confidentiality of account numbers.)

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

**ITEM 48606. BANK STATEMENTS FILE.**

Bank Statements for Government Accounts. (Comply with applicable provisions of G.S. 132-1.2 (2) regarding confidentiality of account numbers.)

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

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**ITEM 48607. OUTSTANDING REPORT FILE.**

Reports concerning outstanding debits and credits. (Comply with applicable provisions of G.S. 132-1.2(2) regarding confidentiality of account numbers.)

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.